KWAZULU-NATAL PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

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Chief Directorate: Supply Chain Management
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TO: DEPUTY DIRECTOR GENERAL

CHIEF DIRECTORS

DIRECTORS

SUBJECT: SUPPLY CHAIN MANAGEMENT CIRCULAR NO. 03 OF 2026 REPORTING OF SCM DEVIATIONS TO PROVINCIAL TREASURY AND AUDITOR GENERAL WITHIN 14 DAYS OF FINALISATION OF THE PROCUREMENT PROCESS.

1. During the audit of the 2024/2025 F/Y, the Auditor General made findings against the Department in relation to the department's failure to report deviations to Provincial Treasury and Auditor General within 14 days of after procurement processes are finalised.

2. The SCM Unit at Head Office has a responsibility to ensure that all deviations are reported to Provincial Treasury and Auditor General on behalf of the Department in compliance with relevant National/Provincial Treasury Instruction Notes. It is, therefore, imperative that all officials assist the SCM Unit to comply with this reporting requirement by adhering to the following mandatory procedures:

    i. All deviation requests must first be discussed with SCM Head Office prior to drafting of deviation submissions, to allow SCM to provide guidance and ensure compliance with SCM Prescripts.

    ii. All submissions must make provision for signature and comments of both the Chief Director: SCM and the Chief Financial officer. The Office of the Head of Department will not accept any deviation submissions that are submitted without these signatures.

    iii. The office of the Head of Department must direct all approved deviation submissions to the Office of the Chief Director: SCM for recording and reporting as required by the relevant practice notes. This applies to all deviation submissions irrespective whether they are from Head Office/Districts/ any other directorate within the Department. Therefore, it is requested that all route forms for Deviation submissions must again include the Chief Director SCM as a signatory after the HOD; to ensure that the submissions are appropriately directed and that the legislative requirements of the reporting timeframes are achieved.

iv. SCM Head Office Unit must ensure that all approved deviations are reported to Provincial Treasury and Auditor General in compliance with relevant National/Provincial Treasury Instruction Notes.

3. When drafting deviation submissions, all Units must ensure that their deviation requests comply with the following basic principles:

   i. That reasons for deviating from normal SCM processes are sound and comply with all relevant prescripts that support such requests. The submission must quote relevant prescripts that support the request.

   ii. The request must include detailed financial implications and confirmation of budget availability.

   iii. Deviation submissions must include details of the procurement method that will be adopted in sourcing the required goods or services. The SCM Policy makes provision for several procurement methods that can be followed when deviating from normal SCM processes and these include (amongst others) Single Source, Sole Source, Written Price Quotation above R1m, Emergency and Urgent Cases. As stated in section 2 (i.) above, SCM Head Office must be engaged to advise and guidance on appropriate procurement methods under deviation. A deviation request without a detailed explanation of the procurement method will not be considered or approved.

   iv. Deviations must be approved prior to procurement processes being initiated. All deviations that are drafted after procurement processes have been initiated or completed will be rejected and expenditure resulting from such transactions will be deemed irregular and all officials involved will be subjected to consequence management processes.

   v. All officials signing and making comments on deviation submissions must ensure that their comments assist the Head of Department in making informed decisions as to whether the deviation is justified or not and will not result in Irregular, Fruitless &Wasteful or Unauthorised Expenditure.

   vi. Business Units must avoid contradictory comments within their Branch on deviation submissions as this may affect the approval process; these must be resolved before submissions are routed to Finance and Head of Department.

4. All deviations must comply with SCM prescripts and Head Office SCM is available to provide guidance and support to all Business Units.

Mr. GN Ngcobo

30/3/26

Date

Head of Department - Education